

## 9.9.1 Interface Changes

### 9.9.1.1 The E-mail Information Screen

The E-mail Information screen continues to be the central location for maintaining and modifying all user-controllable settings for NEF e-mail transmission. This screen can be accessed via Maintain User Accounts or the new Maintain Your E-mail utility, depending on the user's access control permissions. Options on the screen are displayed based on selections made by the user. For example, if a user deactivates an e-mail address, all other options for that address will be suppressed.

Please see Section 9.9.1.2 for more information about the **site** table entry that controls the status of the following two screens.

*E-Mail Information Screen—Initial State with WarnPrimaryEmailBlank Site Table Entry Set to y*

Email Information for Rene Descartes	
Primary E-mail Address	
<input type="text"/>	
Please enter a primary e-mail address.	
Options and additional addresses are not active without a primary e-mail address.	
<a href="#">Return to Person Information Screen</a>	<a href="#">Clear</a>

*E-Mail Information Screen—Initial State with WarnPrimaryEmailBlank Site Table Entry Not Set to y, or Absent*

Email Information for Rene Descartes	
Primary E-mail Address	
<input type="text"/>	
<a href="#">Add Additional E-mail Address</a>	<a href="#">Return to Person Information Screen</a> <a href="#">Clear</a>

In either situation, after the user enters an e-mail address in the proper format (a@b.c), the main options for that e-mail address appear.

**Main Options for Primary E-Mail Address**

Email Information for Rene Descartes					
Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
rene_descartes@planetlaw.com	HTML	Individual NEF	Yes	Yes	Click to Show/Hide Options
Add Additional E-mail Address   Return to Person Information Screen   Clear					

To add additional cases to the list for this e-mail address, the user must select **Additional Cases** from the *Additional Options* dropdown list. Then, the user can select **Add** from the *Additional Cases to Receive NEFs* dropdown list that appears.

**Add Additional Cases to Receive NEFs**

Email Information for Rene Descartes					
Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
rene_descartes@planetlaw.com	HTML	Individual NEF	Yes	Yes	Additional Cases
Add Additional Cases to Receive NEFs					
Enter case number <input type="text"/> and click <input type="button" value="Add to List"/>					
Add Additional E-mail Address   Return to Person Information Screen   Clear					

When the user enters a case number, if there is more than one case for the year and number entered, a pop-up window appears. The user is prompted to select the correct case from the list in the pop-up window. If the case number entered in the *Enter case number* field is not a valid case, a pop-up window appears stating such.

**Select Appropriate Case Pop-up Window**

The screenshot shows the ECF District 3.0 interface. A pop-up window titled "There is more than one case that matches the number entered; select the appropriate case below." is displayed. The pop-up lists three cases: 1. 1:05-cr-70001-ABA-FRF - USA v. Leibnitz, 2. 4:05-cv-70001-CBC-FJF - Newton v. Leibnitz, and 3. 6:05-cv-70001-RTR-FBF - Newton v. Descartes et al. The user has entered "05-70001" in the "Enter case number" field. The background shows the main ECF interface with the "Add Additional Cases to Receive NEFs" section.

Once the user selects the appropriate case number, the case is added to the *Additional Cases to Receive NEFs* list. The user can add as many cases to the list as desired.

**Additional Cases to Receive NEFs**

Email Information for Rene Descartes					
Primary E-mail Address	Format	Delivery Method	In All	Active My Cases	Additional Options
rene_descartes@planelaw.com	HTML	Individual NEF	Yes	Yes	Additional Cases
<div> Add Additional Cases to Receive NEFs </div> <div> 4:05-cv-70001-CBC-FJF - Newton v. Leibnitz </div> <div> Enter case number and click Add to List </div>					
Add Additional E-mail Address Return to Person Information Screen Clear					

To remove a case from the list, the user must select **Remove** from the *Additional Cases to Receive NEFs* dropdown list and then click on the appropriate case number. A **Remove from List** button appears, allowing the user to remove the case from the list.

There are two delivery methods for receiving NEFs: individual and summary. The delivery method of choice is selected for all the cases in the user's list. However, if the user wants to receive the opposite method of delivery for one or some cases, the user should select **Delivery Method Exceptions** from the *Additional Options* dropdown list. If the user then selects **Add** from the *Delivery Method Exceptions* dropdown list that appears, the user can select the case(s) to add for the other delivery method.

**Delivery Method Exceptions Options**

Email Information for Rene Descartes					
Primary E-mail Address	Format	Delivery Method	In All	Active My Cases	Additional Options
rene_descartes@planelaw.com	HTML	Individual NEF	Yes	Yes	Delivery Method Exceptions
<div> Add Delivery Method Exceptions </div> <div> The following cases will receive Summary NEF e-mails. </div> <div> Select case to add to list here and click Add to List </div> <div> 2:05-cv-07200 - Burnell v. Smith 4:05-cv-70001-CBC-FJF - Newton v. Leibnitz </div>					
Add Additional E-mail Address Return to Person Information Screen Clear					

To add and configure additional e-mail addresses, the user should click the **Add Additional E-mail Address** button, which causes the *Secondary E-mail Addresses* field to appear.

**Additional E-Mail Addresses Field**

Email Information for Rene Descartes					
Primary E-mail Address	Format	Delivery Method	In All	Active My Cases	Additional Options
rene_descartes@planelaw.com	HTML	Individual NEF	Yes	Yes	Additional Cases
<div> Show Additional Cases to Receive NEFs </div> <div> 2:05-cv-07200 - Burnell v. Smith 4:05-cv-70001-CBC-FJF - Newton v. Leibnitz </div>					
Secondary E-mail Addresses					
Add Additional E-mail Address Return to Person Information Screen Clear					

## ***Docketing—Notice of Electronic Filing***

If the user enters a valid e-mail address, the e-mail settings options appear for modification, which works the same as for the primary e-mail address. The user can change the format, delivery method, and active settings; add additional cases, remove cases; and set delivery method exceptions for the secondary e-mail address. For all attorney users, the *Active* checkbox is available only for additional e-mail addresses. For court users, all e-mail addresses can be de-activated.

### ***Additional E-Mail Address Options***

Email Information for Rene Descartes					
Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
rene_descartes@planetlaw.com	HTML	Individual NEF	Yes	Yes	Additional Cases
<div>Show Additional Cases to Receive NEF: 2:05-cv-07200 - Burnell v. Smith 4:05-cv-70001-CBC-FJF - Newton v. Leibnitz</div>					
Secondary E-mail Addresses					
rdescartes@planetlaw.net	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click to Show/Hide Options
Add Additional E-mail Address	Return to Person Information Screen		Clear		

Once the e-mail addresses have been added and configured, the user submits the changes by clicking the **Return to Person Information Screen** button.